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MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Intelligence
Deputy Director for Operations
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelligence
Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT : Records Management Handbook

1. The Records Management Handbook is issued by the Information Systems Analysis Staff. It establishes guidance, standards, methods, techniques and procedures for the Records Management Program of the Agency. It is written primarily for personnel in the records management field, but it also tells other management personnel and their staffs how this Program operates and their responsibilities as managers toward the Program.

2. The statutory authorities for the management of paperwork operations and Federal records is contained in several public laws, including the "National Archives Act of 1934" (44 USC 300-300d) as amended, the "Records Disposal Act of 1943" (44 USC 366-380) as amended, the "Federal Property and Administrative Services Act of 1949" as amended by Public Law 754 "Federal Records Act of 1950" (44 USC 391-402) and Public Law 91-287 of 23 June 1970 (44 USC Section 3303a). These statutes are implemented in detail in the General Services Administration's Federal Property Management Regulations and in Title 41, Chapter 101B, "Archives and Records," Code of Federal Regulations.

3. On 2 October 1950, the Agency General Counsel issued an opinion that the Agency must comply with the Records

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Disposal Act, insofar as it does not conflict with the provisions of Public Law 253, and the Agency should comply with Public Laws 152 and 754 whenever possible, even though each specifically exempts the Agency from its provisions. However, if such compliance would result in the unauthorized disclosure of intelligence sources and methods, Public Law 253 must be followed.

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4. The Records Management Program for the Agency is defined in the of the Agency regulations and notices.

5. The Deputy Director for Management and Services is responsible for issuing guidelines, plans and objectives covering the direction, scope and content of the Records Management Program within the entire Agency. The Chief, Information Systems Analysis Staff serves as the Agency Records Management Officer and audits the Program. The Program operates on a decentralized basis; that is, Deputy Directors and Heads of Independent Offices administer their own programs.

6. Further definement and procedures, policies and instructions will be found in Directorate and Independent Office manuals.

7. The first chapter of the Records Management Handbook contains the duties and responsibilities of managers of records including Agency, Directorate and Office records management officers and records custodians. The chapters that follow deal with the various phases of records management and will be issued as they are developed for publication.

8. All levels of management within the Agency are encouraged to become familiar with the Records Management Program, the duties and responsibilities of their records management personnel, and to provide support to the Program through active participation and cooperation. Your support will help us meet our objective to produce the most efficient and effective records program possible.

/s/ Harold L. Brownman

HAROLD L. BROWNMEN
Deputy Director
for
Management and Services

cc: AO/DCI